

## **Court of Appeals of Indiana**

### **1.05(n) – Job Description for Court Administration**

**Staff Attorney (Back-up Judicial Law Clerk)**

**November 15, 2003**

#### **I. Duties**

- Review fully briefed cases, including briefs and record.
- Analyze fully briefed cases and determine legal issues in dispute.
- Research legal issues.
- Draft legal memoranda which apply the current law to the issues in dispute.
- Review draft opinions, including checking of all case cites.
- Proofread drafts of other law clerks.
- Conduct legal research as requested.
- Perform the above for a judge, either a member of the court or a senior judge, as assigned by the administrator.
- When not working for a judge, work on projects assigned by the court administrator.

#### **II. Job Requirements**

- Graduate of an accredited law school.
- Two years experience as an appellate law clerk.
- Familiarity with Indiana Rules of Appellate Procedure.
- Ability to communicate orally and in writing.
- Ability to work for more than one judge at the same time and to professionally interact with a variety of people.
- Be able to work on multiple projects.
- Be able to accept direction and constructive review of work.

#### **III. Responsibility**

Incumbent reports directly to the court administrator and works under the direct supervision of the judge to whom he or she is assigned by the court administrator. When not assigned to a judge, works directly for the court administrator as a staff attorney.